



Self-Inspection Kitchen Checklist

Use this checklist to improve your kitchen's sanitation and compliance and to make your next routine inspection a good one. This checklist reflects most requirements applicable to retail food inspections. Additional requirements may be needed based on your operations. All items in the checklist may not apply to your establishment.

FOOD

- Food is from an approved source (licensed food establishment). Food is in sound condition. Food is properly labeled. Foods prepared at home are not used.
- Upon receipt, foods are checked for proper temperatures, spoilage, contamination, and adulteration. Dented cans are not used, and all food packages are intact.
- Dry bulk food items such as flour, beans, sugar, etc., are stored in clean, covered, labeled containers with approved dispensing utensils with handles up and out of food product.
- Food is not stored under unprotected or exposed sewer or water lines.
- No food, food equipment, or utensils are stored in restrooms/vestibules.
- All foods, food equipment, and utensils are stored a minimum of 6 inches above the floor.
- Foods are dated/stored in a manner that ensures "first in, first out."
- Potentially hazardous/ready-to-eat foods held for more than 24 hours are marked with "preparation date" and/or "disposition date." No PHF/RTE foods are served after 7 days of creation.
- Potentially hazardous foods are maintained below 41°F or above 135°F, and frozen foods are maintained frozen at all times.
- A metal probe thermometer, accurate to + or -2°F, is used to check food/equipment temperatures regularly. Thermometers are supplied in all heating/cooling units.
- Foods are cooked to the proper internal temperatures.
- Cooked/prepared foods are rapidly cooled to 41°F within 6 hours/reheated to 165°F prior to service.
- Raw foods are stored below cooked and ready-eat-foods and are stored according to cooking temperatures.
- Frozen foods, once thawed, are not refrozen. Frozen food is thawed properly.
- Food on display, protected from consumer contamination by packaging, sneeze guards, display cases or other effective means.
- A food-dispensing utensil is available for each container at a consumer self-service unit such as a buffet or salad bar with the handle up and out of the food product.

- ❑ Unpackaged raw animal food such as beef, lamb, poultry, and fish not offered for consumer self-service.
- ❑ Food that is offered for service that is not prepared in house is provided with ingredient statements.

FOOD SERVICE EMPLOYEES

- ❑ Employees with Food Safety Manager's Certification are present in the food establishment and in all food preparation areas at all times during hours of operation.
- ❑ Food service staff washes their hands thoroughly after coughing, sneezing, or any other form of contamination or at anytime during which an interruption in food preparation occurs. Employees wash their hands prior to putting on gloves.
- ❑ Employees infected with a disease or symptoms that can be transmitted by food (including open sores) are reported to IU-EHS and either sent home or restricted to non-food contact activities.
- ❑ Employees do not smoke, eat, or chew gum in the food preparation area. Drinking cups or glasses must be covered and contain a type of drinking straw or device that is handled and stored in a manner to prevent contamination.
- ❑ Food service workers do not touch ready-to-eat foods with their bare hands and single-use gloves and/or suitable utensils are used to handle foods.
- ❑ No cross contamination of raw/cooked/other foods.
- ❑ No jewelry is permitted when handling food. Only a plain, band-style ring is permitted. No false nails or nail polish is allowed. Nails must be maintained clean and trimmed. No watches are allowed during food preparation/handling.
- ❑ Employees are wearing clean outer garments, and all kitchen employees are wearing effective hair restraints.
- ❑ Personal belongings are stored in a separate, designated area away from food and equipment.

WATER AND PLUMBING

- ❑ All sinks must have sufficient hot and cold water under pressure. Hand sinks must have hot water at least 100°F, and utensil-washing sinks must have hot water at least 110°F.
- ❑ All drains are working properly, and plumbing is maintained in good repair.
- ❑ All mops are hung to air dry after/between use.

EQUIPMENT AND UTENSILS

- ❑ Equipment is adequate to maintain product temperature.
- ❑ A high-temperature dishwashing machine reaches a wash cycle temperature and final rinse temperatures listed in manufacturer's specifications (dish surface temperature of 160°F). If a low-temperature dishwashing machine is used with a chemical agent, the temperature and the chemical concentration must be up to the manufacturer's specifications (dish surface temperature of 120°F). Establishment has a means to determine dish surface temperatures.

- ❑ A manual three-compartment utensil-washing sink (wash, rinse, sanitize, air-dry) must contain an approved sanitizer with the appropriate concentration. Items are fully submerged in sanitizing bay for the specified times.
- ❑ Test kits, thermo-labels, thermometers must be available to test sanitizing methods. There is no evidence of food residue on cleaned and sanitized equipment and utensils.
- ❑ No cracked, scored, or chipped dishes, glasses, utensils, or cutting boards are present.
- ❑ Proper storage procedures are followed when storing cleaned and sanitized equipment, utensils, and single-service items. Clean and sanitized items are stored inverted when possible.
- ❑ All equipment is for commercial use and maintained clean and sanitary. Equipment is free of food residue throughout and up and under each piece of equipment.

HANDWASHING FACILITIES

- ❑ Hand sinks are adequate, accessible, and clean.
- ❑ Hand sinks (including restrooms) are provided with soap, paper towels, 100°F water temperature, and a waste basket.
- ❑ Hand washing signs are posted at all hand sinks.

FLOORS, WALLS, and CEILINGS

- ❑ All floors, walls, and ceilings are maintained clean and in good repair (including attachments – vents, mop sinks, etc). There are no visible cracks and crevices.
- ❑ Corners and baseboards under major equipment are free of food debris.
- ❑ Doors exiting the establishment are provided with a self closure.
- ❑ All outer openings (doors/windows/etc) are protected without gaps/cracks to the outdoors.

TOILET FACILITIES

- ❑ All restrooms must have at least one covered waste receptacle and toilet tissue.
- ❑ Toilets/toilet rooms must be clean, in good repair, and free of objectionable odors.
- ❑ Restrooms are provided with self closing doors.

LIGHTING AND VENTILATION

- ❑ Adequate lighting must be provided in food preparation and storage areas.
- ❑ All lights must be covered with a shatter resistant covering.
- ❑ Ventilation must be sufficient to prevent grease and condensation from accumulating on walls and ceilings.
- ❑ Ventilation hood filters and vents must be kept clean and free of build-up (dust, grease, etc.).

PEST CONTROL

- ❑ Facility is free from insect and pests or evidence of insect/rodent activity.

- ❑ Openings to the outside are protected against the entrance of insects and rodents.
- ❑ Only pesticides approved and registered by governmental authorities are used at the establishment.
- ❑ Pest monitors are in proper locations, dated, and removed as necessary.
- ❑ Pest sighting logs are onsite and available at the establishment.
- ❑ Conducive conditions (leaks, food debris, gaps to outside, cracks/crevices) are not present or are reported to management as discovered.

TOXIC MATERIALS

- ❑ Toxic materials are properly labeled/stored/used.

GARBAGE

- ❑ Food preparation and storage areas are clean and free from trash and food residue.
- ❑ Dumpsters located outside have lids that are closed when not in use, and are stored on an easily cleanable surface such as concrete or machine-laid asphalt.
- ❑ Outdoor refuse areas are free of grease and debris. Grease dumpsters have closed lids and are maintained clean.

NOTICES/DOCUMENTATION POSTED/PROVIDED

- ❑ Employee health policy requires that food employees and applicants report to the person in charge, information about their health and diseases transmitted by food.
- ❑ Written consumer advisory at establishment serving or selling raw or partially cooked animal protein or seafood that informs consumers of the significantly increased risk of consuming raw or partially cooked animal protein and seafood?
- ❑ Written fish freezing records readily available and maintained for 90 days at establishments serving raw or partially cooked fish?
- ❑ Shellfish fish tags retained for 90 days from the date the container is emptied?
- ❑ Food Service Manager's Certification is current and posted in public view?
- ❑ Copy of last inspection report available? Copy of Indiana Food Code available?
- ❑ Approved HACCP plans on premises when specialized processing methods are used?

SUBSTANTIAL HEALTH VIOLATIONS: *These are violations of such a direct and substantial impact to public health that the violation must be immediately corrected or IU-EHS will/may require the closure of the food establishment. These issues must be reported immediately to IU-EHS Public Health. 812-856-6311.*

-NO WATER, NO HOT WATER, BOIL WATER ADVISORY, NO ABILITY TO SANITIZE, SEWAGE BACK UP, POWER OUTAGE, PEST INFESTATION, FLOOD, FIRE, or other EMERGENCY